

MINUTES
Information Technology
Tuesday, January 5, 2021

Minutes of the **January 5, 2021** Information Technology meeting held in the Dodge County Administration Building, in Room# 1I & 1H First Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 5:30 PM

Meeting called to order at 5:30 p.m. by Committee Chair Guckenberger

Roll Call:

Members Present: David Guckenberger (*in-person*), Kevin Burnett (*in-person*), Robert Boelk (*phone*), Tim Kemmel (*phone*), Donna Maly (*phone*)

Due to the declared emergency, it is possible that one or more committee members may appear telephonically.

Members Absent /Excused: None

Also Present: James Mielke – County Administrator (*in-person*)
Karen Gibson – County Clerk (*in-person*)
Justin Reynolds – County IT Director (*in-person*)

Previous Committee Meeting Minutes: Motion by Maly, second by Burnett to approve the minutes of the **November 30th, 2020** Committee meeting. All in favor, motion carried.

Meeting Per Diem(s): None

Information Technology Policies

Discuss, Recommend, Take Action: IT Policies Review Cycle - 2021

The IT Committee discussed a timeframe for reviewing the IT Policy framework, which included IT Governance in the first quarter, IT Compliance in the second quarter, IT Operations and IT Security in the third quarter, and IT Security & IT Services in the fourth quarter. No action taken.

Department Continuous Improvement & Recognition:

Update: NACo Professional Development Academy Cyber Simulation – Incident Response

Reynolds shared two members of the IT Department attended a National Association of Counties Cyber Simulation regarding an Internet of Things (IoT). Reynolds shared the simulation discussed the procurement, agreement languages, risk, vulnerabilities, and lack of updates for IoT devices, and also discussed the simulation of a compromised IoT device in regards to an incident response. Reynolds shared the simulation will assist the IT Department and IT Committee with IT policies.

Update, Discuss, Take Action: on IT Cyber Security Assessments

Reynolds shared an update regarding the completed IT assessment, and final report timeframe regarding the Cyber Resilience Review (CRR) for the Election Security Grant. Reynolds shared the recent cyber hygiene external report card executive summary. No action taken.

Information Technology Strategic Action Steps:

Review, Discuss, Take Action: IT 2021 Top 10 Priorities

The IT Committee discussed example IT 2021 Top 10 Priorities from NACo for the IT Department consideration. The IT Committee requested the IT Department provide a DRAFT of Dodge County IT 2021 Top Priorities. Reynolds shared the IT Department will work through a brief exercise to discuss, identify, and recommend the Dodge Co. IT 2021 Top Priorities, based on current project request and budgeted goals. No action taken.

Update: on IT Budget Report – December 2020

Reynolds provided an executive one-page (Jan. to Dec.) year-to-date available IT budget report. No action taken.

Review, Consider, Take Action: IT Nov. 2020 Project Portfolio Roadmap

Reynolds shared the IT Jan. 2021 Project Portfolio Roadmap for the IT Committee awareness and approval. No action taken.

Review, Consider, Take Action: IT Nov. 2020 Contracts and Agreements for Legal Review

Reynolds shared the IT Nov. 2021 Contracts and Agreements for Legal Review. No action taken.

Information Technology Project Status Report:

Update: ERP Project – 2020 End-of-Project Balance

Reynolds shared the executive summary and projected 2020 end-of-project balance for the Dodge County ERP Project. Reynolds shared the Go-Live on 1/1/2020 was not an easy transition, but successful. Reynolds shared even though the ERP Project is completed and remaining funds will return to sales tax fund account, the ERP system is evolving, improving, adjusted and upgraded continuously. Reynolds shared with the help of all involved with the ERP Project, especially the Project Leads, Power Users, and all End Users, Dodge Co. is returning approximately \$449,978.58 back to the sale tax fund from the ERP Project. Supervisor Maly inquired regarding the ERP Project closeout review process, such as closeout documentation, remaining project open items, and “lessons-learned” for future County projects. Reynolds shared the County has reviewed, verified deliverables, and processed all Tyler Munis milestones client sign-offs. Maly and IT Committee

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shared their appreciation of all involved in one of the largest County projects, in recent years. The IT Committee shared their appreciation of the Project Leads, Power Users, End Users, and all leadership throughout the project. Maly requested additional ERP Project Closeout documentation and "lessons-learned" from the County, which Mielke and Reynolds agreed to provide during a future IT Committee meeting. Mielke and Reynolds agreed a "lessons-learned" from the core ERP Project team would be good reflection, and the completion of the "lessons-learned" would be done efficiently and effectively with a growth mindset looking forward, while respecting current resource commitments and ongoing ERP system updates. Mielke shared the core ERP Project team will gather over video conferencing to discuss the current system status, lessons-learned, and additional information for the County and IT Committee.

Update: on County Board Room

Reynolds shared that the installation for the County Board Room sound system and additional microphones have been completed, which the team has a few open punch-list items that they will resolve before the January 19th County Board Meeting. Reynolds shared the team will be ready for the recently scheduled County Board Meeting on January 7th. Reynolds shared Corporation Counsel is reviewing the recommended livestream solution legal terms and agreements, which we are targeting the first livestream County Board meeting in February or March of 2021. For the voting devices pilot, Reynolds shared that the IT Department is research four (4) device form factors, screen sizes, and approximate costs, which are two tablet, one smartphone, and one flip-phone (temporary emergency solution).

Update on Information Technology Project Status Report

Reynolds shared updated on the County Con. Room Enhancements, County Intranet Page, AS400 Data Migration, DR Upgrades, and network services projects. The IT Committee shared their appreciation to the Dodge County Web Governance Team for all their time and effort with the County Webpage Migration project in Dec. 2020.

Public Comment:

None

Future Agenda Items:

None

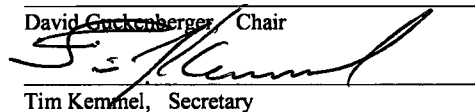
Next Meeting Date:

Tuesday, Feb. 2nd 2021 at 5:30 p.m. – 1st Floor Multipurpose Room# 1H & 1I Auditorium
IT Committee Meetings scheduled -- 1st Tuesday of each month @ 5:30pm

Adjournment:

Motion by Guckenberger, second by Burnett to adjourn the meeting at 6:31 p.m. All in favor, motion carried.

David Guckenberger, Chair



Tim Kemmel, Secretary

Feb. 2, 2020

Date

Feb. 2, 2020

Date